



AIMS UPDATE FOR TEST COORDINATORS

Superintendent Tom Horne

November 2006

13

TESTING CALENDAR - SPRING 2007

Nov. 16 - Dec. 15	Spring 2007 Pre-Test Workshop registration
November 17	CTB Online Ordering Letters mailed
December 4-18	CTB Online Ordering
December 5 & 11	Training for CTB Online Ordering
January 8	Test Administration Directions, Test Coordinator's Manuals, & Testing Accommodations Guidelines posted online
January 16	SAIS data extracted for AIMS HS W/R bar code labels
January 16-29	Spring Pre-Test Workshops
January 16-30	Online Order Verification for AIMS HS Math, AIMS DPA, and TN
February 5	Spring Test Security Agreement due
February 5-9	AIMS HS W/R test materials arrive
February 20-22	AIMS HS W/R bar code labels arrive
February 12-21	AIMS HS W/R short-add
February 13	SAIS data extracted for AIMS HS Math, AIMS DPA, and TN bar code labels
February 27	AIMS HS Writing test day
February 28	AIMS HS Reading test day
Feb. 28 - Mar. 1	AIMS HS W/R Form T short-add
March 6	AIMS HS Writing make-up test day
March 7	AIMS HS Reading make-up test day
March 9-14	AIMS HS W/R materials pick-up
March 19-23 or March 26-30	AIMS HS Math, AIMS DPA, and TN materials & bar code labels arrive
Mar. 28 - Apr. 4	AIMS HS Math, AIMS DPA, & TN short-add
April 9-20	AIMS DPA and TN test window
April 11	AIMS HS Math test day
April 11-12	AIMS HS Math Form T short-add
April 17	AIMS HS Math make-up test day
April 20	AIMS HS W/R reports arrive
April 19-23	AIMS HS Math scorable pick-up
April 24-27	AIMS DPA and TN scorable pick-up
Apr. 30 - May 4	AIMS HS Math, AIMS DPA, and TN nonscorable pick-up
May 15	AIMS HS Math Rapid Response Reports for graduating seniors arrive
Early June	AIMS HS Math, AIMS DPA, & TN reports arrive

TEST COORDINATOR CHECKLIST

- ✓ Participate in optional online ordering training (December 5 or 11 for live training or anytime December 4-18 for prerecorded training)
- ✓ Order Spring 2007 testing materials online (December 4-18)
- ✓ Register for Spring 2007 Pre-Test Workshop (by December 15)
- ✓ Attend Spring 2007 Pre-Test Workshop (January 16-29)

ONLINE ORDERING

Letters

CTB/McGraw-Hill will send letters to all district test coordinators on November 17, 2006 regarding online ordering for Spring 2007 testing. The letter includes a user name and password for accessing the online ordering application and information about the trainings for online ordering. Please review the technology requirements for online ordering and training well in advance of the scheduled trainings and ordering window.

If you have not received your online ordering letter by November 27, please contact the CTB Arizona Help Desk at (888) 630-9145 or ArizonaHelpDesk@ctb.com.

Please see page two for guidance on placing test orders.

Verification Window

There is an Order Verification Window for AIMS HS Math, AIMS DPA, and TN. Between January 16 and 30, district test coordinators may revise their test orders, as needed, due to changes in enrollment since Online Ordering in December.

Short-Add Windows

District test coordinators may place additional orders for test materials during the short-add windows.

February 12-21	AIMS HS W/R
Feb. 28 – Mar. 1	AIMS HS W/R Form T
Mar. 28 – Apr. 4	AIMS HS Math, AIMS DPA, and TN
April 11-12	AIMS HS Math Form T

Details about the time of day short-add orders may be placed will be provided at the pre-test workshops.

Short-add orders should be placed with the CTB Arizona Help Desk at 1-888-630-9145. Orders should be placed as early in the window as possible to allow time for ADE to approve the order prior to the close of the short-add window. District test coordinators placing large short-add orders should be prepared to provide ADE with a list of students testing.

ONLINE ORDERING (continued)

Guidance for Online Ordering

Prior to online ordering, each district test coordinator must determine the exact number of students testing (AIMS HS Writing, Reading, and Math by cohort; AIMS DPA by grade; and TN for grades 2 and 9) including the exact number of Braille and large print tests needed.

Ordering for *TerraNova* and AIMS HS has some special challenges. Some schools may have unused Grade 2 *TerraNova* materials left over from last year. If so, reduce the order number for Grade 2 accordingly. In some rare cases, a school may have enough left over Grade 2 *TerraNova* materials to meet this year's need. In this case, a minimum order of at least "1" must be placed. CTB will not produce precoded slip sheets and will not be prepared to score Grade 2 *TerraNova* test books for schools without a Grade 2 order.

For Grade 9 *TerraNova*, schools will be using test books that were stored from last year. Precoded answer documents and blank answer documents will be shipped based on the online order for Grade 9. If additional Grade 9 *TerraNova* test books are needed, those will have to be ordered during the short-add window.

Every student in Cohort 2009 (generally students in Grade 10), who does not qualify to test on AIMS -A, is expected to test on all three content areas of AIMS HS. Placing the order for these students is straightforward.

Placing the order for students in Cohort 2008, 2007, or below is not so simple. Students in Cohort 2008, 2007, or below, who have **not** "Met the Standard" are expected to test on the corresponding content area of AIMS HS. Students in Cohort 2008, 2007, or below who **have** "Met the Standard" but have not "Exceeded" may retest on the corresponding content area of AIMS HS. These students should be expected to sign up for re-testing in December even though they may not have their Fall 2006 AIMS HS test results yet. The test results from Fall 2006 AIMS HS test administration are due to districts by December 15. This allows districts a very short period of time to determine which of their students in Cohort 2008, 2007, or below must still test and which of those who would like to retest may do so. While district test coordinators may place their test order for Cohorts 2008, 2007, and below prior to receiving their Fall 2006 AIMS HS test results, ADE requests that the orders for these cohorts for Writing and Reading be adjusted by December 18 based on the Fall 2006 results. Adjustments to the AIMS HS Math order for these cohort s may be made during the verification window in January.

Order numbers have been pre-entered for each school based on SAIS enrollments in early November. The district test coordinator may accept these numbers if they are correct or may change them to reflect actual materials needed. It is not necessary to pad the order. Districts/charters will be provided with an automatic five percent overage in order to compensate for last minute enrollments. If the overage is not sufficient to meet the district's needs, additional test materials may be ordered during the short-add window.

It is vital that district test coordinators confirm their contact information and shipping address as part of the online ordering process.

ONLINE ORDERING (continued)

Private/Voucher Placement Students

Beginning with Spring 2007 testing, approved private schools serving voucher placement and private placement students will be able to order tests directly from CTB/McGraw-Hill. Districts will no longer be required to order test materials for these students or deliver test materials to these approved private placement schools.

At the conclusion of testing, approved private placement schools will ship students' test books and answer documents back to the funding districts and charter operator. The districts and charter operators will return the answer documents with the scorables for the appropriate school and the test books with the nonscorables.

It is expected that approved private schools and funding districts and charters communicate with each other to establish procedures for the timely return of test materials prior to testing.

The ADE Assessment Section will work with the approved private schools to make this change in procedure go smoothly.

SPRING 2007 PRE-TEST WORKSHOPS

Every district, charter operator, BIA line office, private school, and approved private school serving voucher and private placement students must send the designated district test coordinator to one of the spring pre-test workshops. Attendance at the pre-test workshops is limited to the designated district test coordinator and one additional representative as space permits.

Registration for these workshops is now available online at www.azed.gov. Click on the calendar link in the lower right-hand corner of the homepage and choose your desired date on the calendar registration application. Please enter a valid email address as well as your district's/charter's CTDS number and legal entity name for each registrant in order to receive an immediate registration confirmation and a reminder e-mail with driving directions and parking information.

Registrations must be completed by December 15, 2006.

Workshop Dates and Locations

Tue., Jan. 16 (a.m.)	Page
Wed., Jan. 17 (a.m.)	Holbrook
Thu., Jan. 18 (a.m.)	Bullhead City
Fri., Jan. 19 (a.m.)	Yuma
Mon., Jan. 22 (a.m.)	Eloy
Tue., Jan. 23 (a.m. & p.m.)	Sahuarita
Wed., Jan. 24 (a.m.)	Safford
Thu., Jan. 25 (a.m. & p.m.)	East Valley
Fri., Jan. 26 (a.m.)	Camp Verde
Mon., Jan. 29 (a.m. & p.m.)	West Valley

Sign in and refreshments for morning workshops will begin at 8:30 a.m., and the workshop will begin promptly at 9:00 a.m., ending by 12:00 noon. Sign in and refreshments for afternoon workshops will begin at 12:30 p.m., and the workshop will begin promptly at 1:00 p.m., ending by 4:00 p.m.

STUDENT BAR CODE LABELS

AIMS HS and AIMS DPA use precoded student bar code labels. Grade 2 *TerraNova* uses precoded slip sheets, and Grade 9 *TerraNova* uses precoded answer documents. These precoded items will be produced automatically for all district and charter schools based on enrollment data in SAIS on the scheduled date for the data extraction. The data for AIMS HS Writing/Reading will be extracted on January 16. The data for AIMS HS Math, AIMS DPA, and *TerraNova* will be extracted on February 13.

Please share these dates with your SAIS Coordinator. It is highly recommended that districts/charters upload data to SAIS prior to extract dates.

TEST SECURITY AGREEMENT

The Spring 2007 AIMS Test Security Agreement is attached to this AIMS Update and will be available on the Test Coordinator Information Webpage soon. This document must be signed by every staff member with access to AIMS and TN test materials (including but not limited to administrators, teachers, and office and warehouse personnel). Signed copies of this document must be kept on file at the district/charter office and are not to be returned to ADE. ADE must receive a single faxed or mailed copy of this document (signed by the District Superintendent or Charter Representative) by February 5, 2007.

TESTING SCHEDULES

The AIMS and *TerraNova* tests must be administered in a way that preserves the security of the content of the test. This means that, within a school, all students participating in the same test should be testing on the same content area on the same day at approximately the same time.

Sometimes, it is not possible to test all students at the exact same time of day due to the need to provide certain test accommodations to certain students or due to students attending the same school on different sessions (AM students vs. PM students). In these situations, it is acceptable that not all students test at the exact same time.

Use the following guidance for scheduling testing.

TERRANOVA

For Grade 2, *TerraNova* must be administered over two days within the testing window of April 9-20, 2006. All schools, within the same district, must test on the same content area on the same day. All students, within the same school, must test on the same content area on the same day at approximately the same time of day.

For Grade 9, *TerraNova* may be administered over one or two days within the testing window. If administered in one day, all schools, within the district, must test on the same day. All students, within the same school, must test on the same content area at approximately the same time. When the Grade 9 *TerraNova* is administered in two days, follow the guidance for the two day administration of the Grade 2 *TerraNova*.

TESTING SCHEDULES (continued)

AIMS DPA

The AIMS DPA will be administered during the window of April 9-20, 2006. The test will be administered over a period of four days in the following manner:

Day 1 – Writing Test

Day 2 – Reading Test, Part 1 and Mathematics Test, Part 1

Day 3 – Reading Test, Part 2 and Mathematics Test, Part 2

Day 4 – Reading Test, Part 3 and Mathematics Test, Part 3

The four days must meet the following guidelines:

- Day 1 must be scheduled no later than Wednesday, April 11.
- Days 1, 2, 3, and 4 must be administered in that order.
- The four days of testing are not required to be consecutive.
- Day 4 must be scheduled no later than Wednesday, April 18.

Each district/charter must use these guidelines to select four testing days within the test window; however, the same four days must be used for every school/program within that district/charter. Make-up testing may be scheduled at anytime within the test window, but all make-up testing must be completed by April 20.

AIMS HS

All testing for AIMS HS must take place on the following scheduled dates.

Feb. 27	AIMS HS Writing
Feb. 28	AIMS HS Reading
Mar. 6	AIMS HS Writing make-up
Mar. 7	AIMS HS Reading make-up
Apr. 11	AIMS HS Mathematics
Apr. 17	AIMS HS Mathematics make-up

All students testing on AIMS HS are expected to test on the primary test date. The make-up date is only for students who should have tested on the primary test day but did not due to non-attendance.

Districts/charters that will not be in session during one or more of the scheduled AIMS HS test dates must request permission to test on alternate dates. Write the request on district letterhead paper; be sure it is signed by the superintendent; and include a copy of the district's or school's official calendar. Sent the request to Samantha Whittle, State Test Coordinator.

RETURN OF TEST MATERIALS

To make the retrieval of test materials more efficient, each district will be assigned a specific pick-up date for each of the retrieval windows. These assigned dates will be provided to district test coordinators at the pre-test workshops. The dates cannot be changed. Districts must be ready for their Eagle Global Logistics (EGL) pick-up by 8:00 a.m. on their scheduled date. The EGL driver will not wait for districts that are not ready for pick-up on their scheduled day. EGL will not make a second attempt to pick-up materials. Districts that are not ready when the EGL driver arrives will be responsible for shipping the test materials to CTB/McGraw-Hill at their own expense.

TESTING NON-ENROLLED STUDENTS

Home-schooled and private-schooled students are permitted to participate in AIMS HS and AIMS DPA testing at **any** public school. Home-schooled and private-schooled students are **not** permitted to participate in *TerraNova* testing in Grade 2 or in Grade 9 at any public schools.

Charter schools are not required to accommodate the requests of home-schooled or private-schooled students to participate in AIMS testing. Charter schools may accommodate such requests.

District schools are required to accommodate the requests of home-schooled students or private-schooled students to participate in AIMS testing if the students live within the school's attendance area. Schools may order additional test materials during online ordering or during short-add, if needed, to accommodate these requests. Home-schooled students and private-schooled students may test in the same testing rooms, at the same time, and with the same test administrators as the public school students. A district school is not required to accommodate the request of a home-schooled student or a private-schooled student to participate in AIMS testing if the student does not live within the school's attendance area. District schools are not obligated to seek out home-schooled students or private-schooled students who live within their attendance area.

Students who have completed all coursework required for graduation but have not graduated from high school due to the AIMS testing requirement must be allowed to participate in AIMS HS testing at the school that intends to graduate the student once the AIMS testing requirement is met.

AIMS TESTING FOR HOME-SCHOOLED STUDENTS WITH PART-TIME ENROLLMENT IN PUBLIC SCHOOLS

Following is guidance from the Attorney General's Office regarding testing of children receiving home school instruction:

In A.R.S. 15-745 it delineates that nothing in the article shall be construed to "require the testing of children who are instructed in a home school program, while they are receiving home school instruction."

The issue arises when students who are home schooled take courses at a public school. These may be academic courses or elective courses. Since the statute does not mandate one way or the other, the individual school districts/charters decide whether or not to administer the AIMS test to these part-time enrolled home-schooled students.

SPRING 2007 FIELD TESTING

During Spring 2007, ADE will field test AIMS DPA Writing prompts in Grades 3 through 8 and AIMS Science questions in Grades 4 and 8 and in high school Cohort 2009. The AIMS DPA Writing Field Test and the AIMS Science Field Test will be administered in only a sampling of schools. The samples include entire schools, but not necessarily entire districts. Schools selected to participate in a field test are required to participate in the field test. CTB/McGraw-Hill will contact the district test coordinator for each of the selected schools by early December.

SPRING 2007 FIELD TESTING (continued)

The schools in the sample were selected by researchers at CTB/McGraw-Hill to be representative of the state as a whole and were approved by the Assessment Section of ADE. The samples for the AIMS DPA Writing Field Test and the AIMS Science Field Test were drawn independently of each other. Some schools are in both samples. Some schools that participated in the AIMS HS Writing Field Test in Fall 2006 have also been selected to participate in the AIMS HS Science Field Test. Being drawn for both samples is coincidental. The number of schools participating in both field test studies is not greater than what would be expected by chance. Artificially selecting the samples to exclude any such duplication would have limited the representativeness of the samples and impacted the quality of the field testing.

Test materials for the field tests will be supplied based on enrollments provided during online ordering. Precoded student bar code labels will be provided for the field test.

Students enrolled in private schools, BIA schools, secure care facilities, private/voucher placement schools, and home schooled students will not participate in any of the field tests.

AIMS DPA Field Test

The AIMS DPA Writing Field Test sample will include approximately 250 schools. Selected schools will participate in field testing for all Grades 3-8, as applicable, based on the schools grade structure. Schools are required to test all students who are present on the day of testing in the appropriate grades.

The AIMS DPA Writing Field Test is to be administered on one day within the test window of February 26 – March 2. All students and all grades within a school selected for participation in the AIMS DPA Writing Field Test must test on the same day within the window. For districts or charter operators with more than one school selected for AIMS DPA Writing Field Testing, all schools must administer the field test on the same day.

AIMS Science Field Test

The AIMS Science Field Test sample will include approximately 100 schools for Grade 4, 45 schools for Grade 8, 50 schools for both Grade 4 and 8, and 60 schools for Cohort 2009. Schools are required to test all students who are present on the day of testing in the appropriate grades.

The AIMS Science Field Test for Grade 4 and Grade 8 is to be administered as Day 5 of AIMS DPA testing. That is, the test is to be administered on one day no earlier than April 13 and no later than April 19. All students within a school selected for participation in the AIMS Science Field Test in Grade 4 and/or Grade 8 must test on the same day within the range of April 13 – 19. For districts or charter operators with more than one school selected for AIMS Science Field Testing in Grade 4 and/or Grade 8, all schools must administer the field test on the same day.

The AIMS Science Field Test for Cohort 2009 is to be administered on April 12.

AIMS PERSONALIZED STUDY GUIDES

This year ADE extended the AIMS Personalized Study Guide program to all Grade 9 students, providing them with an understanding of their spring AIMS DPA Grade 8 performance and detailing the standards they will need to understand in order to successfully pass AIMS HS.

Study guides for Grade 9 students will be delivered to schools by November 21st. October 2006 SAIS enrollment data was used to determine where to send each student guide. Schools will also receive some master copies of the Grade 9 study guides for students who did not receive a customized guide. Additional customized study guides and master study guides can be downloaded from the website:

www.yourstudyguide.com/arizona.

Each school will also receive master copies of the Grade 9 Teacher and Tutor Guides. Additional copies of the Teacher and Tutor Guides as well as a training presentation can be downloaded from IDEAL by visiting the Assessment tab.

Coming next: AIMS HS Personalized Study Guides for students who did not pass the Fall 2006 AIMS HS test will be delivered to schools in mid-January 2007 in advance of the spring 2007 AIMS HS test administration

If you have questions regarding the AIMS Personalized Study Guide program, please contact The Grow Network/McGraw-Hill at (800) 481-GROW (4769), or via email at support@grow.net.

PRINTING ERROR IN FALL 2006 AIMS HS

An error occurred in the printing of the Fall 2006 AIMS HS Reading test. This error caused one letter "n" to look like the letter "r." This occurred in one word within one answer choice of one item on the test. That particular test item has been excluded in the scoring of the test. This exclusion has caused a slight change in the scale score table for the Reading test.

The scale score table for the Fall 2006 AIMS HS Reading Test is as follows:

Performance Level	Scale Score Range	Raw Score Range
Falls Far Below	500 – 626	0 – 16
Approaches	627 – 673	17 – 29
Meets	674 – 772	30 – 48
Exceeds	773 – 900	49 – 53

The scale score tables for the Fall 2006 AIMS HS Writing and Mathematics are the same as the scale score tables for the Spring 2006 AIMS HS tests. These scale score tables can be found on the ADE website.

TEST COORDINATOR WEB PAGE

All Test Coordinators are encouraged to set the following website as a favorite on their school computer:

www.azed.gov/standards/aims/administering.

This page, set up specifically for Test Coordinators, contains all the information needed for the administration of the AIMS and *TerraNova* tests. Please contact Samantha Whittle if you would like information added to this web page.

CONTACT INFORMATION

ADE Assessment Section

Telephone: (602) 542-5031

Fax: (602) 542-5467

Roberta Alley, Deputy Associate Superintendent

Telephone: (602) 364-1164

Email: Roberta.Alley@azed.gov

Irene Hunting, Director of State Test Administration

Telephone: (602) 542-5450

Email: Irene.Hunting@azed.gov

Samantha Whittle, State Test Coordinator

Telephone: (602) 542-5345

Email: Samantha.Whittle@azed.gov

To add your name to the Test Coordinator's email list or for questions regarding testing contact Samantha Whittle.

Test Coordinator Webpage:

www.azed.gov/standards/AIMS/Administering

CTB/McGraw-Hill:

Arizona Help Desk

Telephone: (888) 630-9145

FAX: (888) 282-0266

Email: ArizonaHelpDesk@ctb.com

Jessica B. Stanley, In-State Program Management Specialist

Telephone: (480) 588-5870

Email: Jessica.Stanley@ctb.com

Michelle Paregian, Program Office Coordinator

Telephone: (800) 538-9547 ext 6693

Email: Michelle.Paregian@ctb.com

Regarding the purchase of CTB products contact:

Kelly Powell, Evaluation Consultant

Telephone: (602) 885-1907

Email: Kelly.Powell@ctb.com

Arizona's Instrument to Measure Standards
AIMS HS/AIMS DPA/TerraNova Test Security Agreement
Spring 2007

The user (school district, charter operator, and/or school professional staff) acknowledges that AIMS High School, AIMS DPA, and *TerraNova* are secure tests and agrees to the following conditions of use to ensure the security of the tests:

1.
 - a) The user will take all necessary precautions to safeguard all test materials by limiting access to persons with the school district or agency with a responsible, professional interest in the test's security.
 - b) The names of all persons having access to the materials will be kept on file by the designated test coordinator.
 - c) All persons having access to the materials (other than students to whom the test is administered) will sign this test security agreement, which will be kept on file.
 - i. Building administrators will maintain signed agreements of building staff.
 - ii. Superintendent/charter representative will maintain signed agreements of building administrators.
 - iii. Superintendent/charter representative will sign for district and submit security agreement to ADE.
 - iv. ADE will maintain signed agreements of superintendents/charter representatives.
2.
 - a) The user will keep the test materials under lock and key, except on actual testing dates, limiting access to those responsible for their security.
 - b) Secure test materials, including test books and directions, will be delivered to examiners no sooner than the date of testing, unless logistics dictate an earlier delivery date.
 - c) Test materials will be kept secure until they are actually distributed to students.
 - d) In no case will students be permitted to remove test material from the room where testing takes place except under supervision of staff (students completing test).
3.
 - a) The user will not examine the test to determine the content beyond the requirements to administer the test.
 - b) The user will not disclose or allow to be disclosed the content of the test. The user will not discuss any test item at any time.
4. Upon completion of testing, the user will return all test materials to the designated test coordinator of the school/district.
5. The district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff.
6. The user will follow the guidelines approved by the State Board of Education in January 2003 in the document *Test Preparation and Administration Practices*.
7. The user will follow all instructions in the Test Coordinator's Manual and the Test Administration Directions.

By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the AIMS HS, AIMS DPA, and *TerraNova* tests, will also sign an AIMS HS/AIMS DPA/TerraNova Test Security Agreement.

SIGNED BY: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

DISTRICT NAME/
CHARTER OPERATOR: _____

ADDRESS: _____

CITY: _____

FAX Superintendent Signature to: 602-542-5467

DUE: February 5, 2007